

## Program for Job Seekers with Disabilities



Photo by Steve Ausmus, USDA Agricultural Research Service.

The purpose of this brochure is to provide information regarding hiring People with Disabilities on the Schedule A Appointing Authority with the U.S. Department of Agriculture, Research, Education, and Economics Mission Area. More information for job seekers with disabilities can be found at: <http://www.opm.gov/policy-data-oversight/disability-employment>.

### What's the Schedule A Appointment Authority?

Persons with disabilities may apply for jobs two ways, competitively and non-competitively. People who are selected for jobs must meet the qualification requirements for the jobs and be able to perform the essential duties of the jobs with or without reasonable accommodation.

The Federal Government has a special Schedule A (5 C.F.R. 213.3102(u)) appointing authority for persons with

Intellectual Disabilities, Severe Physical Disabilities, or Psychiatric Disabilities.

**Disabled veterans** may also be considered under special hiring programs for disabled veterans with disability ratings from the Department of Veterans Affairs of 30% or more.



Photo by DoD Navy Petty Officer 2nd Class Molly A. Burgess.

### Am I eligible for appointment under Schedule A?

An individual wishing to be hired under the Schedule A (5 C.F.R. 213.3102(u)) authority must provide proof he or she is indeed an individual with intellectual disability, severe physical disability, or psychiatric disability. This proof must be provided to the hiring agency before an individual can be hired. This proof may be in the form of documentation obtained from licensed medical professionals, state or private vocational rehabilitation specialists, or any Government agency that issues or provides disability benefits.

### How do I find a position?

In addition to competing for a position by applying through a vacancy announcement on [www.usajobs.gov](http://www.usajobs.gov), you may apply for employment directly to agencies, which may use this authority to streamline the appointment of people with disabilities. If you are interested in being considered under this special authority, and have proof of disability from a licensed medical professional (e.g., a physician or other medical professional certified by a state, the District of Columbia, or a U.S. territory to practice medicine); a licensed vocational rehabilitation specialist (i.e., state or private); or any Federal agency, state agency, or agency of the District of Columbia or a U.S. territory that issues or provides disability benefits, you should contact the Federal agency where you wish to work. Ask for the Selective Placement or Disability Employment Coordinator or their equivalent.

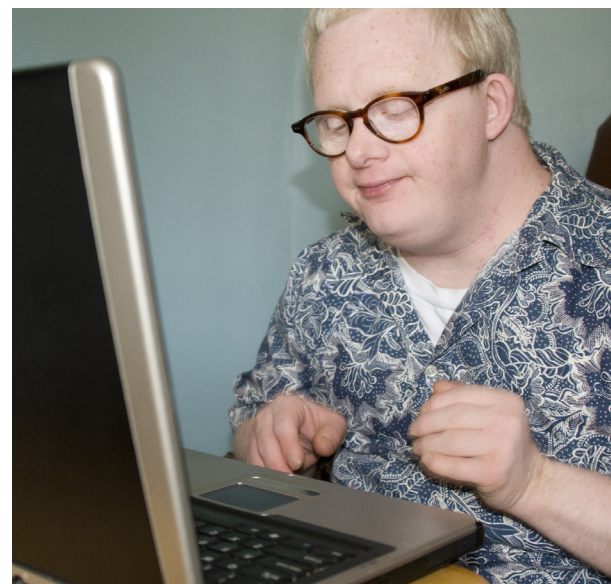


Photo by CDC/ Amanda Mills, courtesy of Public Health Image Library.



Photo by Steve Ausmus, USDA Agricultural Research Service.

Certain veterans may also be considered under special hiring programs for disabled veterans with disability ratings of 30% or more. Your Department of Veterans Affairs vocational rehabilitation counselor should be able to provide you with additional information about this process.

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For more information regarding hiring people with disabilities, please contact:  
 REE Recruitment Program Office  
 5601 Sunnyside Ave  
 Room 3-1138A  
 Beltsville, MD 20705  
 Phone: 301-830-0363  
 Fax: 301-504-1325  
[recruitment@ars.usda.gov](mailto:recruitment@ars.usda.gov)

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United States Department of Agriculture

Research, Education and Economics  
 Human Resources Division

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**Agricultural Research Service (ARS)**

**Economic Research Service (ERS)**

**National Agricultural Statistics Service (NASS)**

**National Institute of Food and Agriculture (NIFA)**